

**SUMMARY OF THE
QUALITY SYSTEMS COMMITTEE MEETING
MAY 06, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, May 06, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson Dr. Frederic Siegelman of the Environmental Protection Agency led the meeting. The Agenda is shown in Attachment A. The List of Comments is shown in Attachment B. Action Items are shown in Attachment C. The List of Participants is shown in Attachment D. *The purpose of the meeting was to address items of importance identified in the Agenda.*

INTRODUCTION

Dr. Siegelman commenced the teleconference.

DRAFT REVIEW

Each subcommittee reviewed the documents for which they were responsible. Minor changes were made and sent back to Dr. Siegelman, who then redistributed the documents to each Quality Systems Committee member. Each document was reviewed and discussed and each was accepted with few changes. Dr. Siegelman will draft these changes and submit the documents to Mr. Edward Kantor.

NEXT MEETING

It was decided to cancel the May 20, 2002, teleconference. The next teleconference will be Monday, June 03, 2002, at 1:00 p.m. EDT.

ADJOURNMENT

With no further business to discuss, Dr. Siegelman adjourned the meeting.

**AGENDA
QUALITY SYSTEMS COMMITTEE MEETING
MAY 06, 2002**

1. Introduction

2. Topics of Discussion

- Documents for NELAC 8
- ISO 17025 Draft
- Asbestos
- Data Integrity
- Microbiology: Culture Media
- Microbiology: Testing Microbiology Samples for Free Chlorine
- Microbiology: Filtration Series, Sanitizing Funnels
- Chemistry: One Standard Calibration
- Chemistry: Quantitation and Continuing Calibration
- Chemistry: Data Qualifiers for Initial Calibration
- Chemistry: Two Standards and a Blank
- Chemistry: LCS
- Chemistry: MS/MSD
- General: Client Notification
- General: Subcontracting
- PBMS

3. Adjournment

**LIST OF COMMENTS
QUALITY SYSTEMS COMMITTEE MEETING
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This is a chronological listing of comments received by the Quality Systems committee. It also includes important issues that the committee chose to track by inclusion in this list. Where a comment received by the committee addressed more than one issue, these comments have been divided into parts to address each issue (e.g. 23A, 23B, 23C etc.).

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking and Continuing Calibration Verification.
 - 14A. Sample Tracking.
 - 14B. Continuing Calibration Verification.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration done.
18. Question from On-site committee concerning definition of temporal changes.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC relationship with other Asbestos Accrediting Bodies.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
 - 23A.. Uncertainty, comment concerning section 5.5.4.6.1.
 - 23B. Uncertainty comment concerning section 5.5.4.6.2.
 - 23C. Instrument Calibration comment concerning section 5.5.5.2.2.
 - 23D. Initial Instrument Calibration comment concerning section 5.5.5.2.2.1.
 - 23E. Data qualifiers for Initial Calibration comment concerning section 5.9.4.2.1.g.
 - 23F. Two Standards and a Blank, One standard Calibration comment concerning section 5.9.4.2.1.i .
24. Comments on PBMS draft.

25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
 - 26A. Quality Manual title page requirements 5.4.2.3.
 - 26B. Subcontracting.
27. Quality Manual Detail.
28. One standard calibration text.
29. Change to proposed PBMS draft.
30. Editorial changes to sections 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
 - 33A. Evaluation of MS/MSD.
 - 33B. Evaluation of LCS.
 - 33C. Editorial change regarding surrogates.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Microbiology Filtration Series, Sanitizing Funnels.
36. Terms and Definitions.
37. Uncertainty.
38. Small Laboratory Issues.
39. Cross reference current NELAC standard and 17025 based standard.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.
44. Sample Receipt and Custody.
45. DOCs of individual parameters.
46. Revision to standard's Methods text
47. Calibration: change to section 5.9.4.2.1.f.
48. Use of most recent version of test method for Analyst training: Interpretation section of 5.6.2 (c)(4).
49. Calibration laboratory and calibration certificates.
50. Electronic records.
51. Inquiry about Degree granting institutions' accreditation for degrees beyond B.S. level.
52. Quantitation and Continuing Calibration, Two Standards and a blank, and Continuing Calibration variation.
 - 52A. Quantitation and Continuing Calibration comment concerning section 5.9.4.2.1.c.
 - 52B. Two Standards and a blank comment concerning section 5.9.4.2.1.i.
 - 52C. Continuing Calibration variation comment concerning section 5.9.4.2.2b.
53. Editorial renumbering change concerning sections D.1.1 a, b, c.
54. Continuing instrument calibration variation concerning section. 5.9.4.2.2.b.
55. Electronic Data Deliverable standard.
56. Duplicate Analyses.

**ACTION ITEMS
QUALITY SYSTEMS COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1	Dr. Siegelman to make revisions to the ISO 17025 and submit to Ed Kantor.	05/07/02

**LIST OF PARTICIPANTS
QUALITY SYSTEMS COMMITTEE MEETING
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